

<b>Reference Number:</b>	<b>400-21-DD</b>
<b>Title of Document:</b>	<b>Educational Credentials</b>
Date of Issue:	May 23, 2002
Effective Date:	May 23, 2002
Last Review Date:	October 1, 2007 <b>No Revisions</b>
Date of Last Revision:	May 23, 2002
<b>Applicability:</b>	<b>All DDSN State Employees</b>

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**The language in this policy does not create an employment contract between the employee and the SC Department of Disabilities and Special Needs (SCDDSN). SCDDSN reserves the right to revise the contents of this policy, in whole or in part.**

## **PURPOSE**

The purpose of the directive is to outline the department's policy and practice as they apply to the use of educational credentials received as a result of distance/on-line learning to include correspondence courses.

## **POLICY**

Applicants/employees who indicate they possess a high school diploma or its equivalent, a college degree or certificate as a result of a correspondence program or distance/on-line learning program may only use such credential when:

1. the correspondence program is approved by the state board or department of education in the state in which the school or entity issuing the diploma or certificate has its principal place of business;
2. the school or entity is accredited by the New England Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the Southern Association of Colleges and Schools, the North Central Association of Colleges

and Schools, the Western Association of Colleges and Schools, or the Northwest Association of Colleges and Schools; or

3. the school or entity is approved by a local board of school trustees of this State.

This means that no employee of the department shall use a transcript, certificate, diploma, or the high school equivalency diploma known as the GED from any high school, college or university, technical college, the South Carolina Department of Education, or other entity for the purpose of avoiding the requirements of subsection (A) or for other purposes. Any employee violating the provisions of this section will be subject to the department's Progressive Disciplinary Policy.

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Bill Barfield  
Deputy State Director, Administration

(Originator)

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Stan Butkus, Ph.D.  
State Director

(Approved)